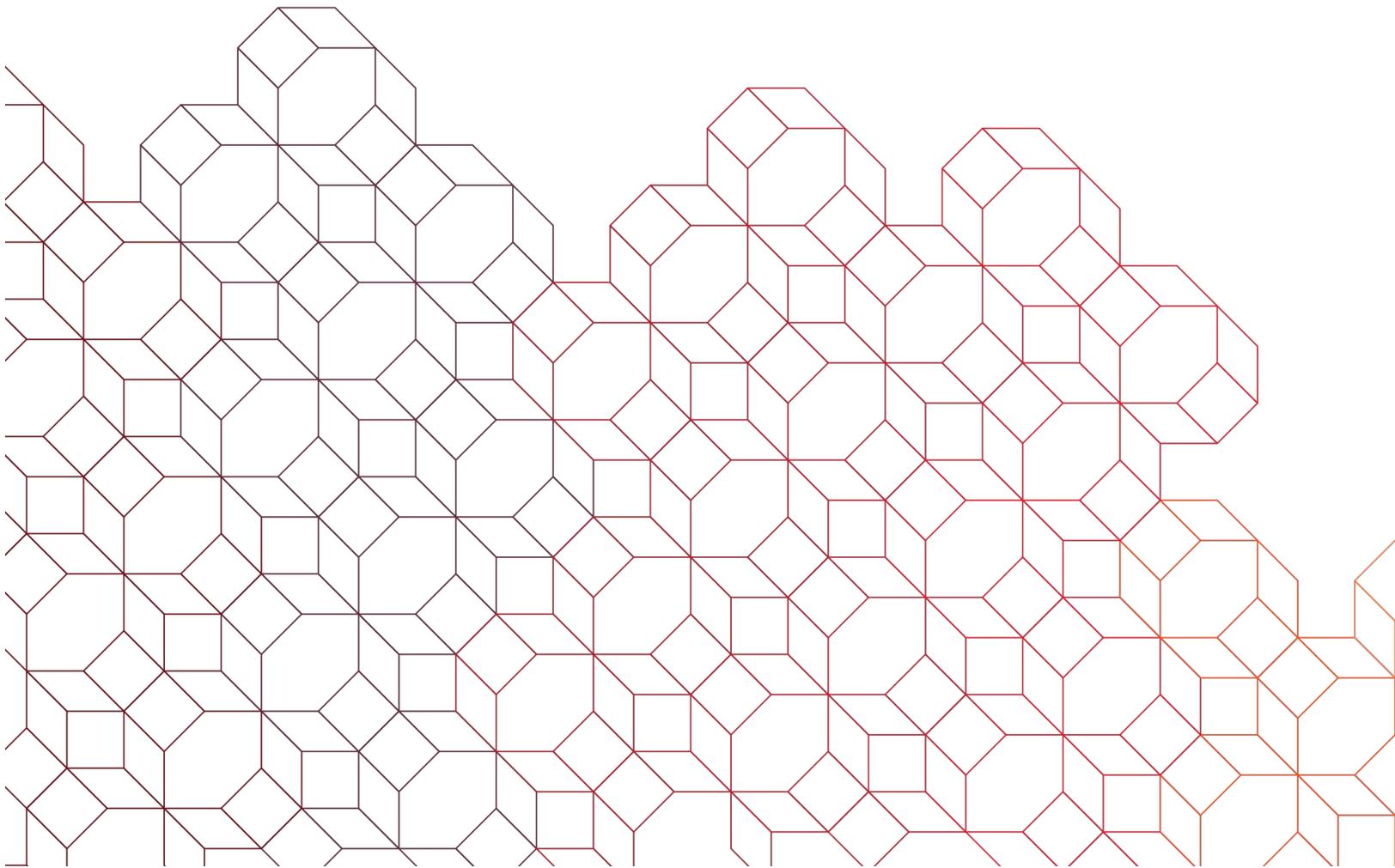# Exchange

Employees Overview

This Quick Reference Guide will provide an overview of Employee Payments functionality within Exchange. You will learn how to navigate the Employees widget, initiate employee related payments, approve payments and how to use the "copy as" features. Use the table of contents below to navigate to different topics within this guide.

TABLE OF CONTENTS

Employees - Payments List View

Employees allows **Exchange** Users, based upon permissions, to perform a number of operations on individual employee related payment types, including viewing, modifying, approving and deleting payments. **Employees** can be accessed from the **Payments & Transfers** menu.

Employees

Payments | Payment Templates

⊕ Reimburse Expenses   👥 Payroll   ⊕ Child Support Payment   ⬚ Export   🖨 Print   🔄 07/15/2024 08:42 AM

Filter   [Select fields ▼]   [All Payments ▼]   👁 Filters

All Payments

☐ All	Actions	Amount	Entered Date	Payment Date	Payment Account	↓Beneficiary	Compensation Type	Status	Reference	⚙
☐	View ▼	15.00	04/25/2024 11:15:34	04/26/2024	111223333	Mickey Mouse	Payroll	Released	860	
☐	View ▼	10.23	05/08/2024 21:50:06	05/10/2024	111223333	Mickey Mouse	Expense Reimbursement	Released	959	
☐	View ▼	20.00	04/25/2024 11:01:12	04/26/2024	111223333	Mickey Mouse	Payroll	Released	858	
☐	View ▼	10.00	12/18/2023 10:53:41	12/26/2023	456789654	Michael Meyers	Payroll	Approval Window Passed	643	
☐	View ▼	4.00	11/03/2023 09:04:42	11/06/2023	456789654	Michael Meyers	Payroll	Approval Window Passed	432	
☐	View ▼	9.95	05/09/2023 14:18:18	05/10/2023	4747474747	Michael Meyers	Payroll	Approval Window Passed	171	

Viewing 1-10 of 33 records   Display [10 ▼] per page ‹ Page [1 ▼] of 4 ›

[Approve] [Unapprove] [Reject] [Delete]

The Payments tab list view provides a list of all pending and historical employee payments made in the system over the last **90 days**.

- Select "Add Reimburse Expenses" to create an ACH expense reimbursement to an employee beneficiary contact.
- Select "Payroll" to create ACH payroll payments to employee beneficiary contacts.
- Select "Child Support Payment" to submit a child support payment.
- The "Actions" menu allows you to view, approve, modify, reject or delete an employee payment.
- "Reject" can only be used when a payment is in an **"Entered"** status.
- This is also where to export payment report details by selecting the checkbox next to the payments you want to see in the report and clicking the "Export" icon.
- The status of employee related payments is provided under the "Status" column.
- Employee payments may continue to be modified until they are approved.
- Final status for employee payments is "**Released**".

Status	Definition
Entered	Entered without errors, ready for approval.
Incomplete	Saved in an incomplete status, for later completion.
Approved	Approval complete.
Approver Rejected	Rejected by approver.
Deleted	Payment Deleted, cannot be modified.
Released	Final status for ACH payments. Released to the bank for final processing.
Bank Confirmed	Final status for all other payments and any SWIFT or Fed reference numbers are provided.
Rejected	Rejected by the Bank or system.
Approval Window Passed	Payment not fully approved, and the cutoff time for the payment type has passed.

Employees - Approving Payments

All Employee Payments initiated in the system are approved here under the Payments tab.
- Once an employee payment has been entered with a "Success" message, it is displayed on the Employee Payments list view with a status of **"Entered"**.
- Use the "Actions" menu to approve a payment. If you have the permission to approve, "Approve" will appear as an "Actions" option for that item. In addition, approvers may change the value date and approve from a single option "Update Value Date and Approve".
- When "Approve" is selected, you may be challenged for multi-factor authentication.
- The Approve button may also be used once a transaction is selected, however, the buttons are static and will always display if you have any type of payment approval permission. If you select a payment for which you do not have permission to approve, a message is displayed. It is best to use the "Actions" menu when approving payments.
- To quickly approve an employee payment, click the checkbox followed by "Approve".
- Be sure to set up your alerts for payments pending approval if you are an approver. Make note of the daily cut off times located in the Resource Center for approving payments.
- Final status once approved is "Released".

It is highly recommended and encouraged to review all transaction details for validity prior to approving.

Employees - Template List View & Manage Templates

Payment Templates tab allows *Exchange* Users, based upon permissions, to create, modify, view, and delete Employee Payment templates. It can be accessed from **Employees** in the **Payments & Transfers** menu on the Employees widget.

Employees

Payments | **Payment Templates**

Export Print

07/15/2024 10:33 AM

Filter | Select fields

Active Templates | Filters

Status Is Not Deleted

	Actions	Template Code	Template Description	From Account	↓Beneficiary	Amount	Status	Payment Type
☐ All								
☐	View ▾	CStemplate	Child Support Template	2222222	OK CHILD SUPPORT	30.00	Approved	Child Support Payments
☐	View ▾	tinatemplate	tinatemplate	456789654	Michael Meyers	5.00	Entered	Payroll
☐	View ▾		11/03/2023 Recurring	2222222	Michael Meyers	4.00	Entered	Payroll
☐	View ▾		Alerts Test	456789654	John Jacob Jingleheime	200.00	Approved	Payroll
☐	View ▾		payroll test	2222222	John Jacob Jingleheime	50.00	Approved	Payroll
☐	View ▾	123payroll	123payroll to john jacob	456789654	John Jacob Jingleheime	1,500.00	Approved	Payroll

Actions menu: Approve / Delete / Modify / Reject

Viewing 1-10 of 11 records

Display 10 ▾ per page ‹ Page 1 ▾ of 2 ›

[Approve] [Unapprove] [Reject] [Delete]

The Payment Templates tab list view provides a list of all pending and active Employee Payment templates.
- The status of a template is provided under the "Status" column. "Approved" means it is available for use.
- The "Actions" menu allows you to view, copy as a template, copy as a payment, approve, modify or delete a template.
- When you modify a template, you have the ability to make it recurring. Refer to the Recurring Payments user guide for instructions.
- Depending on approval requirements, templates may need to be approved prior to their use. If you have the ability to approve, "Approve" will appear as an option under actions for that item.
- When "Approve" is selected, you may be challenged for multi-factor authentication.
- The Approve button may also be used once a template is selected, however, the buttons are static and will always display if you have any type of payment approval permission. If you select a template for which you do not have permission to approve, a message is displayed. It is best to use the "Actions" menu when approving.